



Headquarters Policy Flash

FLASH 2002-36

DATE: November 19, 2002
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: **Updates of the Department of Energy (DOE) Acquisition Guide**

SUMMARY: Two new chapters have been added to the Acquisition Guide -
Chapter 9 "Debarment and Suspension" as well as a subchapter
Chapter 15 "Source Selection Practices".



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■ **Chapter 9 - Debarment and Suspension**

This chapter has been added to the DOE Acquisition Guide to provide Guidance to contracting personnel on actions that may result in debarment or suspension.

Frequently, front line contracting personnel are the first to become aware of contracting irregularities that may require administrative action. Contracting personnel have the responsibility to notify the Debarring/Suspending Official when they become aware of conduct that calls the contractor's present responsibility into question. This could include violation of contract or subcontract terms or willful failure to perform. While many debarment or suspension actions arise from referrals from the Inspector General, other debarment or suspension actions have resulted from failure to submit technical reports.

This chapter reminds contracting personnel to:

- ❖ remain vigilant in their administrative duties
- ❖ provides guidance on information to submit to the Debarring/Suspending Official.

Questions concerning this Acquisition Guide Chapter should be addressed to Cynthia Yee at (202) 586-1140 or via e-mail at cynthia.yee@hq.doe.gov

■ **Chapter 15 - Source Selection Practices**

This subchapter has been added to the DOE Acquisition Guide to provide guidance to contracting staff on conducting source selection.

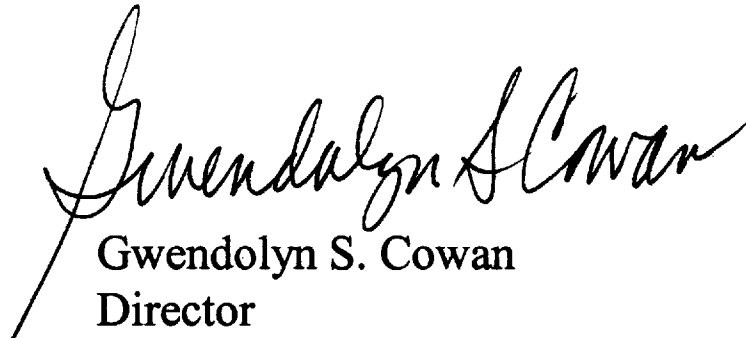
In 1998, significant, and sometimes subtle, changes were made to long-standing policies, practices and procedures relating to competitive negotiation. These changes have placed an even greater responsibility and role on today's procurement professional to ensure that the integrity and fairness of a procurement is carried out and that the customer receives the best quality and services from the contract.

This subchapter provides a guide to a series of topics-focused dissertations on key areas of source selection. This guide does not present a road map of the source selection process, nor does it mandate activities or actions.

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The intent of the guidance is to present useful “hands-on” information on key principles and practices that will enhance the effectiveness of the source selection process. We believe that this information is not only beneficial to contracting professionals but also to others involved in source selection, such as Source Selection Officials, Source Evaluation Board Members, and Technical Evaluation Members. Accordingly, you are strongly encouraged to make this tool readily available to these groups.

Questions concerning this Acquisition Guide Subchapter should be addressed to Richard Leotta at (202) 586-9073 or via e-mail at richard.leotta@pr.doe.gov.



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Director

cc:
PPAG Members